

February 5, 2014

**WildCAD User Committee Charter**

***WildCAD***  
***USER COMMITTEE***  
***CHARTER***  
***2014'***

**WildCAD User Chairperson**

**/s/ Linda Lowe\_**

**WildBOD Chairperson**

**/s/ Chuck Wamack\_\_**

## WildCAD User Committee Charter

### *WildUser CHARTER*

#### **I. PURPOSE AND OBJECTIVES**

The purpose of the WildCAD User Committee (WildUser) is to serve as a forum for identifying, collecting, prioritizing and proposing resolution and development of the WildCAD program, and coordinating these needs with the WildCAD Board of Directors (WildBOD), Contracting Officer, IT staff, Agency Managers and Bighorn Information Systems.

The WildUser Committee consists of representation from various agencies and adheres to and strives toward the following objectives:

1. Collect recommendations for program enhancements, additions, modifications, and development from each of the Geographical Area Users and Managers.
2. Chairperson prioritizes enhancements and advises the WildBOD of the enhancement package and request additional funding if the enhancement exceeds the annual funding from the Forest Service and Bureau of Land Management.
3. Chairperson (dually as the COR) annually identifies the program of work for funds received, and inputs projected years need proposals.
4. Identify concerns and issues with the program and provide resolution and direction to users.
5. Alleviate concerns and issues to the WildBOD and/or Contracting Officer for final resolution if committee cannot resolve.
6. Identify which agencies, locations and/or individual centers will perform program beta testing.
7. The Chairperson, based on funding, determines and coordinates training dates and location for the Annual WildCAD Conference with Bighorn Information Systems.
8. In the winter, based on funding, determines needs and coordinates the number of training(s), dates, and location for System Administrator Training for existing sites which will take place in the winter/spring.
9. In the fall/winter, ascertain the number of new centers wishing to come on line and determine and coordinate the number of training(s), dates, and location for this training.
10. Provide WildCAD program updates to users and managers via workshops, trainings and/or memorandums.
11. Identify and strive towards common business practices that will be applied to the program with the intent of consistency amongst dispatch centers and agencies.
12. Coordinate with other software project managers the interface of WildCAD and their application.

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### **II. COMMITTEE STRUCTURE**

WildUser is made up of interagency representatives from Department of Interior - Bureau of Land Management, Department of Agriculture - Forest Service, and other agencies. The WildUser Committee Chairperson reports to the WildBOD which functions as the liaison between participating agencies, coordinates funding and with other resource managers and line officers within and outside of their agencies to assist in the implementation efforts of program development.

The WildUser includes the following members with the following responsibilities:

**Chairperson:** The Chairperson is responsible for distributing information to the various users through the WildUser network and acts as the liaison with the WildBOD. The Chairperson is responsible for scheduling meetings, conference calls, developing agendas, facilitating meetings and developing required correspondence to meet the WildUser objectives. Meeting notes and pertinent correspondence are maintained by the Chairperson as historic documentation. The present chairperson also duals as the WildCAD Contracting Officer Representative (COR) duties and is responsible for all coordination with the Contracting Officer and Bighorn Information Systems. The Chairperson is responsible for the development of the necessary documents, such as Request for Technical Services, initiation of contract options, budget requests, program management, Enhancement Packages and any other necessary documentation required related to the utilization of the WildCAD Contract.

**WildUser Representatives:** Provide a communication link between the committee and the dispatch centers. Each WildUser Representative has been assigned multiple dispatch centers and is expected to communicate with the users of WildCAD. This is inclusive of all agencies utilizing the program. The Representative is responsible for disseminating information back to the user community and to gather input for improvement, development, concerns and issues to the WildCAD program, and provide this information to the Chairperson so it can be gathered at one location, and presented to the WildBOD for contract funding, resolution, and implementation. They attend meetings in areas that they represent facilitating questions, concerns etc. related to the WildCAD program.

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The Representative serves to support the Chairperson in developing agendas, doing workshop presentations, attend other group meetings, assists with other duties critical to meeting objectives of the program, and is responsible for the solicitation and collection of meeting notes, memorandums, and training announcements.

In addition, the following are advisors to the WildUser:

**Bighorn Informations Systems Representative:** The contractor will supply one Contract Technical Specialist who will represent Bighorn Information Systems. Their role is to represent the vendors interest, supply clarification on topics of discussion related to the product, and provide technical assistance and support.

**WildBOD Committee Member:** The BOD Representative will primarily provide assistance on issues outside of the realm of the WildUser Committee and coordinate the development, implementation and funding of the WildCAD contract with agency managers. They will address the individual agency needs and ensure these needs are implemented in the program development.

**Adhoc Member:** Adhoc members will be selected as needed and will be utilized as subject matter specialist for specific projects related to WildCAD.

### **III. MEETING STRUCTURE AND FREQUENCY**

Based on budgetary constraints, meetings will be conducted via conference call or by information sharing via email. Many of the meeting topics can be discussed at the Annual WildCAD Conference.

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### **DESIGNATED WildCAD USER COMMITTEE:**

Chairperson/WildCAD COR/COTR Linda Lowe, Los Padres N.F.,  
EMAIL: [llowe@fs.fed.us](mailto:llowe@fs.fed.us), FAX: (805)961-5797, OFFICE: (805)938-9142 X220  
**Represents GACC's, NICC, HI**

Representative Mark DeCaria, Grangeville Interagency Dispatch Center  
EMAIL: [madecaria@fs.fed.us](mailto:madecaria@fs.fed.us), FAX: (208)983-4065, OFFICE (208)983-6802  
**Represents Idaho Panhandle, Montana and North Dakota Dispatch Centers**

Representative Nick Janota, Cody Interagency Dispatch Center  
EMAIL: [ngjanota@fs.fed.us](mailto:ngjanota@fs.fed.us), FAX: (307)578-5759, OFFICE (307)578-5740  
**Represents Colorado, Wyoming and South Dakota Dispatch Centers**

Representative: Barry Wallace, Prescott Interagency Dispatch Center  
EMAIL: [bwallace@fs.fed.us](mailto:bwallace@fs.fed.us), FAX: (928)777-5609, OFFICE (928)777-5702  
**Arizona, New Mexico, and Texas Dispatch Centers**

Representative Richard Wilson, East Idaho Interagency Dispatch Center  
EMAIL: [rwilson@blm.gov](mailto:rwilson@blm.gov), FAX: (208)524-7614, OFFICE (208)524-7615  
**Represents Idaho (except the Panhandle) and Alaska Dispatch Centers**

Representative Celeste Hancock, Northern Utah Interagency Fire Center  
EMAIL: [chhancock02@us.fed.us](mailto:chhancock02@us.fed.us), FAX: (801)495-7671, OFFICE (801)495-7602  
**Represents Nevada, Utah Dispatch Centers**

Representative Kate Rodriguez, Los Padres N.F., CA,  
EMAIL: [klrodriguez@fs.fed.us](mailto:klrodriguez@fs.fed.us), FAX: (805)961-5797, OFFICE: (805)938-9142  
x222  
**Represents California Centers**

Representative Gary Moberly, Medford Interagency Communication Center  
EMAIL: [gmoberly@fs.fed.us](mailto:gmoberly@fs.fed.us), FAX: (541)618-2515, OFFICE: (541)618-2509  
**Represents Oregon and Washington Centers**

Representative Stephen Polk, Francis Marion & Sumter National Forest  
EMAIL: [sgpolk@fs.fed.us](mailto:sgpolk@fs.fed.us), FAX: (803)561-4085, OFFICE (803)561-4087  
**Represents Region 8 Centers (except for Texas)**

Representative Jennifer Parrish, Illinois Interagency Dispatch Center, EMAIL:  
[jlparrish@fs.fed.us](mailto:jlparrish@fs.fed.us), FAX: (618)687-1726, OFFICE (618)687-1725  
**Represents Region 9 Centers**

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### DESIGNATED WILDBOD COMMITTEE

BLM - Chairperson	Chuck Wamack
BLM – National IT Representative	Ginny Farr
BLM – National IT Advisor	John Noneman
USFS - Deputy Chairperson	Susie Stingley
USFS – National IT Rep./GIS Advisor	Sean Triplett
USFS – National IT Rep./Program Mgr.	Lani Williams
USFS - WildCAD Contracting Officer	Nancy Ruggeri
USFS - WildCAD User Chairperson, COR, WildBOD Rep. and Project Lead	Linda Lowe
NPS - National IT Rep.	Erik Torres-Jacquez

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**APPENDIX A – FORMS**

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### ENHANCEMENT REQUEST FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_ DISPATCH CENTER \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

OFFICE PHONE #: \_\_\_\_\_

PAGER PHONE #: \_\_\_\_\_

FAX PHONE #: \_\_\_\_\_

#### **WildCAD Version you are utilizing:**

Item you are recommending for enhancement, Explain how you access the item for enhancement in the software, and a brief explanation as to how your operation utilizes that function presently.

Explain the recommended enhancement and explain how the change will benefit the dispatch operation and the program.

Does this enhancement benefit you as an Agency, as a Region or will it benefit all WildCAD users and why?

Identify the Pros and Cons of your recommendation.

REVIEW DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

IF DENIED, WHY?

DATE SUBMITTED TO WildBOD: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

IF DENIED, WHY?

***Electronically email or fax to your User Representative and Linda Lowe for review.***